



**MARYLAND DEPARTMENT OF TRANSPORTATION**  
invites applications for the position of:

**Senior Research Analyst (Administrator II)**

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<b>SALARY:</b>	\$45,938.00 - \$73,541.00 Annually
<b>OPENING DATE:</b>	06/12/14
<b>CLOSING DATE:</b>	06/30/14 11:59 PM

**RECRUITMENT & EXAMINATION ANNOUNCEMENT**  
**MARYLAND PORT ADMINISTRATION**  
**\*\* Open to All Qualified Candidates \*\***

**POSITION SPECIFIC RECRUITMENT**

*This is a position specific recruitment, and is open to anyone who meets the **minimum and selective qualifications**\* listed below. The resulting list of eligibles will be used to fill this MPA position or function only. You will need to reapply for any future recruitment conducted for this job classification.*

The Maryland Port Administration (MPA) is an agency of the Maryland Department of Transportation (MDOT). Its mission is to stimulate the flow of waterborne commerce through the State of Maryland in a manner that provides economic benefit and homeland security to the citizens of the State of Maryland. As the public port authority in Baltimore, the MPA not only owns and operates marine terminals, but also interfaces with stakeholders across the entire public and private spectrum, including but not limited to: shipping lines, cargo interests, agents and forwarders, stevedores and terminal operating companies, the International Longshoreman Association, private terminals, federal agencies such as the U.S. Army Corps of Engineers, and city, county and state governments. The MPA is committed to retaining and expanding our work force through career growth and development.

**POSITION DUTIES:** This position in the MPA's Finance Division serves as a senior research analyst, compiling MPA revenue and cost data, developing complex cost system models for customer performances, generating in-depth reports analyzing data and trends to ensure the State's fiscal policies are adhered to, and providing MPA management with appropriate information to make decisions on operational and financial matters. The analyst will develop complex quantitative spreadsheet analyses based on the MPA's contracts with customers and service providers for senior management to make informed business decisions and proposals. The analyst will review and compare reported revenue between internal complex financial systems (FMIS and BRASS) to ensure accuracy and consistency between systems as well as compliance with lease obligations. This position requires the incumbent to develop a working knowledge of all Billing, Reporting & Statistical System (BRASS) functions, to serve as the backup to the BRASS system administrator and execute the higher level of BRASS system duties.

**MINIMUM QUALIFICATIONS:**

**Education:** A Bachelor's degree from an accredited college or university.

**Experience:** Four (4) years of experience in administrative or professional work. **This experience must include at least two (2) years of financial analysis, auditing, financial projections, or cost accounting experience.** \*\*

**Preferred Experience:** Previous State of Maryland government accounting experience, as well as

knowledge and experience with the State's Financial Management Information System (FMIS) and WebFocus are highly desirable. Proficiency with the Microsoft Office suite is strongly preferred.

*\*\* This statement contains a selective qualification, which is more focused in scope than the minimum qualifications for this classification. Selective qualifications are utilized when the position requires specific or additional bona fide occupational qualifications (i.e., knowledge, skill or ability).*

**Notes:**

1. Additional experience in administrative or professional work may be substituted on a year-for-year basis for the required education.
2. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year to year basis for the required general experience.

**TO APPLY:** You must complete an MDOT (DTS-1) application for this recruitment. Resumes cannot be substituted for the MDOT application form. The examination for this recruitment may be an evaluation and rating of the information you provide on your application. Therefore, it is important that you provide complete and accurate information. Please include all relevant experience on your application. This includes, but is not limited to, full or part time, volunteer, military, acting capacity, or any other experience that is relevant to the position for which you are applying. For an application, please go to [www.mdot.maryland.gov/Employment/application](http://www.mdot.maryland.gov/Employment/application), or call 410-385-4446. Selected candidate may be subject to background and reference checks.

**You may apply on-line at [www.mdot.maryland.gov/Employment/](http://www.mdot.maryland.gov/Employment/).**

Or you can mail your application to:

Maryland Port Administration  
Human Resources Department  
401 East Pratt Street, Suite 253  
Baltimore, Maryland 21202  
Attention: Recruitment Manager

**Your application must be received by June 30, 2014.** Postmarks will not be accepted. Applications sent without sufficient postage will not be accepted and will be returned. Applications sent through interoffice mail that are not received by the closing date will not be accepted.

The individual selected for this position must obtain a Transportation Worker Identification Credential (TWIC) Card when they start work with the MPA. A TWIC card is required of all maritime personnel. For information on how to apply for a TWIC card, please go to [www.tsa.gov/twic](http://www.tsa.gov/twic). Appropriate aides and services for qualified individuals with disabilities will be provided upon request. Notify the HR Office at 410-385-4446, or the MD Relay Service at 1-800-735-2258.

**Note:** The Maryland Department of Transportation is not sponsoring new employees in application of the H-1B Visa at this time. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Federal regulations prohibit H-1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.

**The incumbent in this position may be a member of a covered bargaining unit and, may be required to pay a bi-weekly service fee to the exclusive representative of the bargaining unit.**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

MDOT does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.

**Issue Date: 6/12/2014**